



Ryan White Title I HIV Health Services Planning Council

Donna Bryant, Chair
1845 East Roosevelt Street
Phoenix, AZ 85006
(623) 247-4390 phone
(602) 506-6885 fax
dlbryant@qwest.net

Planning Council Support
1845 East Roosevelt Street
Phoenix, AZ 85006
(602) 506-6321
(602) 506-6885 fax
brendahope@mail.maricopa.gov

PLANNING COUNCIL MEETING MINUTES

Thursday, November 8, 2001
4:00 p.m. to 6:00 p.m.
1366 East Thomas
Phoenix, AZ

Approved

The following provides a written summary of minutes recorded. To listen to the official recorded minutes contact Planning Council Support at 602-506-5002 and the tapes will be provided for review.

MEMBERS, GUESTS and STAFF

Elizabeth Ashby	Dan Free	Mark Kezios	Brian Spicker
Donna Bryant	George Garcia	Laura Kroger	Larry Stähli
Mary Jo Buerger	Damon Gunn	Gail Larkins	Louis Tapia
James Chambers	Marlon Guzman	Cindy McGrane	Jim Walloch
Lee Cox	Brenda Hope	Nellie Nelson	Dr. J. Weisbuch
Marti Cutler	Peter Houle	Jeff Ofstedahl	7 Guests
Debby Elliott	Barr Jenkins	David Paquette	
Deborah Frusciano	Carlos Jorge	Jill Rissi	

Absent:

Marlene Bojorquez	Samuel Miles	Stephen O'Dell	John Sapero (ex)
Mark Ferrel	Rick Murphy	Connie Peters (ex)	Kathy Shain
Michael Jackson	Sandra Norman (ex)	Manuel Rascón	Jorge Suárez

WELCOME AND INTRODUCTIONS

Donna Bryant called the meeting to order at 4:05 p.m. Members, guests, and staff introduced themselves.

DETERMINE QUORUM

Quorum was determined.

ADMINISTRATIVE UPDATE

David Paquette presented the following:

- The grant application is completed and has been sent to the Health Resources and Services Administration (HRSA) for processing.
- Review of proposals submitted for the recent RFP for eleven (11) services will be finished today. Contract negotiations with service providers should be completed by Wednesday, November 12, 2001.
- Letters have been sent to all contractors regarding anticipated unexpended funds. Contractors have been asked to either bring their services up to contracted levels or reduce the value of their contract. This review process identifies any monies that must be reallocated, however, it is preferred that contractors provide services at the level contracted.

PRESENTATION

A doctor from Phoenix Indian Medical Center and Council member Laura Kroger, presented information regarding service and policy changes affecting American Indians and Alaskan Natives living in the Phoenix EMA. There were several issues discussed including the following:

- American Indians and Alaskan Natives living in the Phoenix EMA may be eligible for health services provided by Indian Health Services and by Title I providers. There are approximately 56,000 American Indians in Arizona with about 55% residing in Maricopa County.
- Indian Health Services has recently undergone reorganization. There have been changes in staffing levels, and increased patient caseload. The program started with 54 patients, and in five years has increased to 92 patients. Patients are referred to other providers on an individual basis, depending on the needs of the patient.
- HIV medications are available at the medical center. Current spending levels for anti-retroviral medications are approximately \$351,167. AHCCCS pays for services on a flat fee basis, rather than a fee based on patient diagnosis.

A copy of the Client Notice and Information/Release of Information form is provided as Attachment A.

REVIEW OF MINUTES

The minutes of October 11, 2001 were reviewed. Dr. Weisbuch made a motion to accept the minutes as written. James Chambers seconded the motion.

OUTCOME: The motion passed unanimously.

A guest related that he did not believe the summarization of information presented on page four, paragraph two regarding the bylaw amendments accurately reflect statements he made. He said his statement at that time was as follows:

“The point of the comments that I made at the October meeting about John...I feel a kind of a summary objection to the part of what we were doing on Bylaws was disagreement with the objection. That is, John was saying there are too many things in the Bylaws and there are enough things in the Policy and Procedures manual. And my point is that there are some things that by their nature belong in the Bylaws, some things that belong in a Policy and Procedures manual, and we’re distinguishing between the two.” The guest wanted the minutes of this meeting to reflect his statements. Donna confirmed that his statements would be included in today’s meeting minutes.

COMMITTEE REPORTS

Allocations: Mark Kezios reported that the Committee would meet on November 13 to review service definitions. The results of the survey taken at the last Planning Council meeting will be made available to everyone, but the overall results are pretty much in line with current priorities. The top five priorities were as follows:

1. Pharmaceuticals (Title I)
2. Pharmaceuticals (Title II)
3. Case Management
4. Outpatient Medical Care
5. Dental

Consumer: The Consumer Committee will not meet until January, and therefore gave no report.

Community Planning & Assessment: Jeff Ofstedahl reported that the Comprehensive Plan is currently being printed, and will be available at the next Planning Council meeting. At the recent meeting, the Committee reviewed the Planning Council Mission Statement, as suggested by HRSA. The Bylaws contains two mission statements, which the Committee has combined into one statement. The new statement will be reviewed by the Executive Committee and presented to the Planning Council.

Regarding the Needs Assessment, the contractor is reviewing new intake surveys to eventually develop a profile of unmet needs, which is part of the Needs Assessment for the next grant application.

Membership: Carlos Jorge reported that the Committee met on November 7, 2001. The Committee reviewed applications for Planning Council membership. Four nominees were presented to the Executive Committee, and the names will be forwarded to the Board of Supervisors for approval.

Planning Council Support reported that several members have three (3) or more absences from Planning Council meetings, and would be receiving attendance notices. Carlos stressed the importance of contacting Planning Council Support if members cannot attend Planning Council meetings.

The next meeting of the Membership Committee is December 5, 2001 at 11:30 a.m. in the Grunow Building.

Rules: Deborah Frusciano reported that there was no quorum for the meeting scheduled for October 18, 2001 - she was detained at work and could not attend.

At the previous meeting, the Committee continued working on the Bylaws. Deborah requested more members join the Rules Committee members.

The next meeting was set for Tuesday, December 4th from 4:00 p.m. to 6:00 p.m. The location will be announced.

CHAIR UPDATE

Donna presented the following information:

- HRSA requires ongoing training for Council members. The Executive Committee discussed the need for a structure that everyone will follow. Ideas included 15-minute training sessions at committee and council meetings. However, individuals who belong to several committees would face duplication of training if the same topics were covered. Another idea was to restructure the Consumer Committee to focus on training – to assist in member retention and recruitment. The Council was invited to suggest ideas.

Planning Council Support related the areas of instruction suggested by HRSA. There was discussion about past attempts at training, upcoming Cultural Competency training, New Member Orientation, and current informational discussions provided during Council meetings.

There was also discussion about surveying Council members to determine training subjects and training methodology which would best serve the Council.

Peter Houle and Dan Free were recruited to spearhead a workgroup to work with Planning Council Support to develop a survey tool to determine a training plan. Also recruited were Jeff Ofstedahl, Marti Cutler, Lee Cox and Laura Kroger.

- The Executive Committee voted to remove Kathy Shain from the position of Treasurer of the Planning Council and Chair of the Consumer Committee. The positions of Chair and Vice-chair of the Consumer Committee are vacant. It is hoped that the new Chair of the committee will work with the Training Survey workgroup and the Membership Committee to develop a plan to increase member retention. It was also noted that the position of Vice-chair of the Rules Committee is vacant.
- George Garcia, Director of Community Development and Minority Health, has sent out invitations to Cultural Competency training sessions. There are three different sessions open to Planning Council members, and there are four (4) more days to register for a session. Funds for this training were provided by Title I funds. After discussion, Jeff Ofstedahl motioned that any unfilled seats for this training opportunity be made available to members of the community. The motion was seconded.

OUTCOME: The motion passed unanimously.

- It was noted that the current phone list is not accurate, and that there is no means of contacting many Council Members in case of emergency. Donna asked all members to update the Member Contact list.
- Four (4) applicants for Planning Council membership were submitted to the Executive Committee and were approved. The following names will be submitted to the BOS:
 - Larry Fisher
 - Juan Guevara
 - Cris Ramos
 - John Wynant

Donna reiterated the importance contacting Planning Council Support when unable to attend a Council meeting. Some individuals have several unexcused absences, and are in danger of losing their membership.

- Nominations were accepted for the positions of Vice-chair, Treasurer and Secretary. Nominations made and accepted were:
 - Vice Chair: Mark Kezios
 - Treasurer: James Chambers
 - Secretary: Jeff Ofstedahl (this nomination creates an available Member at large position)
 - Member-at-large: Marlon GuzmanMarlon was not present, but he will be notified of the nomination.

NEW BUSINESS

- Jeff requested that a copy of the 2002 Grant Application be available from Planning Council Support as reference material for the Comprehensive Plan and Needs Assessment. David Paquette said that with the exclusion of some information, a copy would be available.

- Laura Kroger reported that the position of Hepatitis C Manager in the office of HIV/STD/H CZ Services would be open soon. Interested parties should contact Judy Norton at the AZ Department of Health (602-230-5819).

On October 26, 2001 the FDA approved a new anti-retroviral drug, Viread, which has been added to the AIDS Drug Assistance Program (ADAP) formulary.

On October 12th, the ADAP Formulary Committee met and added Fluconazole (Diflucan) to the formulary. A copy of the minutes from the ADAP Formulary Committee meeting is included as Attachment B.

- A guest requested a change on the Nomination for Application form – namely the question “Can you commit to attending all 12 meetings – yes or no”. The guest indicated that it was inaccurate, and deters members.

After discussion, the issue was deferred to the Membership Committee, with input from the Rules Committee.

ADJOURN

- Mark made a motion to adjourn the meeting. Dan Free seconded the motion.
OUTCOME: The motion passed unanimously.

The above minutes were approved on December 13, 2001 as accurately reflecting the proceedings of the meeting.